

RESOLUTION NO. 2008-61

A RESOLUTION, of the City Council of the City of Wenatchee, Washington, authorizing the Finance Department to enter into agreements for credit cards and adopting and implementing a system for issuance and control of credit cards for the purpose of making official governmental purchases and acquisitions and the payment of travel expenses.

WHEREAS, RCW 43.09.2855 authorizes cities to use credit cards for the purposes of making official governmental purchases and acquisitions; and

WHEREAS, RCW 43.09.2855 requires that the City Council adopt a system for the distribution of credit cards, the authorization and control of the use of credit card funds, the credit limits available on the credit cards, the payment of the bills, and any other rule necessary to implement or administer the system; and

WHEREAS, the City Council has determined that the use of credit cards is an efficient method of conducting some portions of its business to improve cash management, reduce costs and increase efficiency.

NOW, THEREFORE, be it resolved by the City Council of the City of Wenatchee, as follows:

SECTION I.

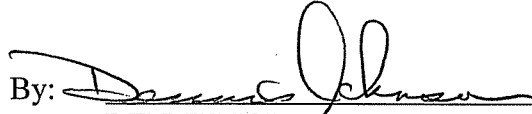
The credit card policy as set forth in Exhibit "A" attached hereto and incorporated by this reference is hereby adopted.

SECTION II.

This policy shall be effective immediately upon passage of this resolution by the City Council.

PASSED BY THE CITY COUNCIL OF THE CITY OF
WENATCHEE, at a regular hearing thereof, this 23 day of Oct, 2008.

CITY OF WENATCHEE, a Municipal
Corporation

By: 
DENNIS JOHNSON, Mayor

ATTEST:

By: 
VICKI REISTER, City Clerk

APPROVED:

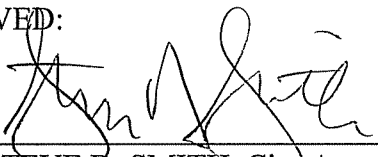
By: 
STEVE D. SMITH, City Attorney

EXHIBIT "A"

CITY OF WENATCHEE CREDIT CARD POLICY

PROCEDURES:

The City Finance Department is authorized to enter into agreements for credit cards. The City credit card will be kept by the Finance Director or his designee for limited use for City purchases.

City employees wishing to use the City credit card for purchases must call the Finance Director and give the name of the vendor, the estimated amount of the purchase and a description of the purchase being made. The Finance Director will keep a log of such purchases. Employees may be held personally liable for any purchases appearing on the credit card bill which do not appear on the credit card log. A purchase order must be entered prior to submitting the purchase request to the Finance Department. The Finance Department will reconcile the billing statement. All credit card charges must be backed up with a signed purchase order and receipts or other appropriate documentation.

AUTHORIZED USES:

1. Hotel room deposits to hold rooms for authorized official travel on City business.
2. Equipment and supply vendors with which the City does not have a current account, is not expected to have an account, or where the requirements of opening an account would delay a critical purchase or result in less beneficial terms.
3. Internet purchases.

LIMITS:

The city's major credit card limit is currently \$20,000. The City's Finance Director has the authority to increase this limit if required by City needs as well as the limits on individual store cards. Individual employee purchases will follow the City's Purchasing Policy. Cash advances on the City credit card are prohibited.

PERSONAL CHARGES:

Personal charges may not be made with a City credit card. Any charges that cannot be properly identified or which are not appropriate to City policies or regulations shall be paid immediately by the user of the card by cash, check or payroll deduction. Charges to be reimbursed shall include any interest and all other related charges made by the credit card company.

RESOLUTION NO. 2008-60

A RESOLUTION, adopting the guidelines and policies for the naming of City parks and recreation facilities.

NOW, THEREFORE, be it resolved by the City Council of the City of Wenatchee, as follows:

SECTION I.

The Parks and Recreation Facility Naming Policy as set forth in Exhibit "A" attached hereto shall be, and hereby is, adopted by the City of Wenatchee.

PASSED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE, at a regular hearing thereof, this 23 day of Oct, 2008.

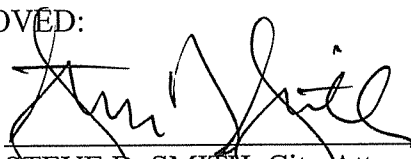
CITY OF WENATCHEE, a Municipal
Corporation

By: 
DENNIS JOHNSON, Mayor

ATTEST:

By: _____
VICKI REISTER, City Clerk

APPROVED:

By: 
STEVE D. SMITH, City Attorney